

**Memorandum of Agreement
Faculty Director of a Living and Learning Community (LLC)**

Preamble

LLCs are a high-impact practice and have been successfully implemented at Stockton University before, with LLC themes typically tied to first year seminars or other courses. This agreement codifies the terms and conditions of a successful pilot in 2024-2025, applying lessons learned to increase student engagement for incoming first year students. Faculty who teach a first-year seminar (FYS) in the fall may apply to serve as an LLC Director for the entire academic year.

- I. Eligibility:
 - a. Must be a part-time or full-time faculty member
 - b. Must be scheduled to teach a first-year seminar (FYS) in the fall semester, and are able to continue provide programming in the spring semester (i.e., faculty must not be on sabbatical or planned full-time leave in the spring semester)

- II. Administrative Support and Communication: The Office of Residential Education will provide support for all LLC activities and programming.
 - a. Faculty directors of LLCs must meet at least twice/semester with Residential Life staff for planning and evaluation.
 - b. Faculty should additionally work with the Office of Residential Life to make all arrangements for student activities and programs, and request approval from the Director of Residential Education or designee for additional activities and programs beyond the minimum commitment listed below.

- III. Evaluation of the LLC and Faculty LLC Director:
 - a. At the end of the academic year, the Office of Residential Education, in consultation with the Faculty LLC Director, implement assessment of their specific LLC program and the Faculty LLC Director. The Faculty LLC Director must also submit a short self-evaluation (maximum of 3 pages) of the LLC to the Director of Residential Life or their designee at the end of the academic year.

- IV. Compensation:
 - a. Faculty LLC Directors will be paid an hourly rate based on the commitment schedule listed below, using the current rate in the [local agreement for Continuing Studies](#).
 - b. There is a guaranteed minimum payment of 10 hours of work in the fall semester. After meeting the first 10 hour minimum, faculty are eligible for another 10-hour minimum in the spring semester. Additional payment for work beyond the schedule below must be approved by the Office of Residential Education.
 - c. Pay Dates: Monetary compensation shall be made in biweekly payments based on the schedule provided below, with payments taking place no later than 3 weeks following scheduled activities and programs, wherever possible.
 - d. The Office of Residential Education will provide more detailed information to academic schools about the schedule of payment for LLC activities and is responsible for approving and requesting payment for any additional work completed by the Faculty LLC Director.

- V. Appointment and Term: Faculty LLC Directors shall be appointed to a one-year term by the Office of Residential Life, who will receive nominations from a screening committee composed of staff, at least two tenured faculty from different schools, the First-Year Seminar Coordinator, and students solicited by the Office of Residential Life. Applicants will be required to submit an application developed by the Office of Residential Life that addresses the eligibility requirements and a CV.
- VI. Responsibilities: In collaboration with the Office of Residential Life, the Faculty LLC Director coordinates the activities of students accepted into their LLC to fulfill its mission in a manner that provides learning and engagement opportunities for this group of students based on the theme of the LLC. Be aware that the Residential Education team will hold an informational LLC Meet and Greet during one overnight orientation – faculty are not expected to attend.
- A. June/July/August: Work with the Office of Residential Life to develop thematic information for student applications and review student application summary information, or other work associated with the student application process (1-2 hours)
- B. Fall Semester Hour Commitment – 20-22 hours
- September:
- All LLC Meet with Director of Residential Life Plan Fall semester (1-2 hours)
 - Program at the end of September related to common reading including all LLC's (1 hour)
- October:
- Large program, possibly a trip for all LLC's (approximately 12 hours) or commensurate residential programming
 - Meet with Director of Residential or their designee to assess first program (1 hour)
- November
- Early November – meet with the Director of Residential Life or their designee (1 hour)
 - Program for November related to specific LLC (1 hour)
- December
- End of the Semester Program/Celebration (1 hour)
 - Spring Planning Meeting with Residential Life staff (1 hour)
- C. Spring Semester Hour Commitment – 22-23 hours
- January
- Hold LLC Meet and Greet Welcome Back Event (1 hour)
- February
- Meet with Director of Residential. Life Staff (1 hour)
 - Program for Students for February (1 hour)
- March

- Large Program, possibly a trip for LLC's (approximately 12 hours) or commensurate residential programming

April

- Program for Students for April (1 hour)
- Meet with Residential s. Life Staff (1 hour)

April-May

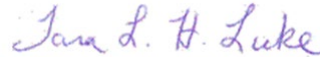
- Closing Celebration for LLC's (2 hours)
- End of Semester Planning Meeting (1 hour)
- Assessment: consult with the Office of Residential Life on a student survey, and submit a short self-evaluation of the LLC (maximum of 3 pages) (2-3 hours)

This agreement shall remain in full force and effect from this date until June 30, 2027, unless modified by changes in the master agreement. The agreement shall be automatically renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30 of any succeeding year for which this agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this letter of agreement to be executed on February 9, 2026.



Michael A. Palladino, Ph.D.
Provost and Vice-President of
Academic Affairs



Tara L.H. Luke, Ph.D.
President, SFT Local 2275